



SBA Information Notice

TO: All SBA Employees

CONTROL NO.: 5000-835

SUBJECT: CDC Annual Report (SBA Form 1253)

EFFECTIVE: 10/23/2002

SBA Procedural Notice 5000-787 published March 27, 2002, reminded SBA employees that all Certified Development Companies (CDCs) must use the new CDC Annual Report Guide, Form 1253, beginning with those CDCs whose fiscal year ends March 31, 2002. (CDCs also were permitted to voluntarily use this new format prior to this date.)

As the notice indicated, CDCs access the new guide at www.sba.gov/banking. Click on the “forms” button; then page down to Form 1253. The purpose of this notice is to ensure that CDCs realize that there are **two parts** to the form on the website: the PDF file and the “Excel” hyperlink. Please be sure that the CDCs that send your district office their annual reports are aware of this. To access the two parts, you must:

- Click on the PDF file to download the “Certified Development Company (CDC) Annual Report Guide.”
- Click on the Excel hyperlink to download the “Job Creation Calculation” format that CDCs must use to list the required information about all debentures that have been funded including the jobs that were created or retained as a result of the funding.

Both parts must be included by CDCs when submitting their annual reports to SBA. If a CDC’s annual report is not complete, it must be returned to the CDC.

If you have any questions regarding this notice, you may contact Warren Boyd at (202) 205-7534 or e-mail him at warren.boyd@sba.gov.

James E. Rivera
Associate Administrator
For Financial Assistance

EXPIRES: 1/1/2003

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SBA Form 1353.3 (4-93) MS Word Edition; previous editions obsolete
Must be accompanied by SBA Form 58